

Safety Guideline



X-Ray Equipment

Statutory and University Obligations

1. Purchase of X-ray equipment capable of emitting ionising radiation (with the exception of exempt equipment such as electron microscopes) must only be undertaken by a licensee. The Head of Department and the Hazards and Containment Manager must be notified to ensure University records are kept up-to-date.
2. Decommissioning, sale or transfer of X-ray equipment must be notified to the NRL. The licensee will also notify the Head of Department and the Hazards and Containment Manager to ensure University records are kept up-to-date.
3. X-ray equipment must only be used by a licensee or a person who is under the supervision or instruction of licensee. The requirements of the Radiation Protection Act, Regulations, NRL Codes of Safe Practice NRL C15 or C17 and the University of Auckland Radiation Protection Plan must be observed.
4. Licensees must document all users of X-ray equipment under supervision or instruction.
5. Wherever possible ALARA principles will be employed to ensure the dose to staff and students using radionuclides is as low as possible.

Additional Requirements

1. Licensees must document ALL users of x-ray equipment under their supervision or instruction have received training in general principles of radiation protection (a web-based course has been established for this purpose) as well as machine specific rules. The licensee will retain all records of training.
2. Licensees must ensure that a method of leakage monitoring is conducted at least annually and documented.
3. Licensees must ensure that checks of all interlocks and warning lights are conducted at least annually and documented.
4. Licensees will ensure all areas where x-ray equipment is used have appropriate warning signage.
5. Emergency procedures must be posted in the equipment control area indicating immediate steps to be undertaken and who is responsible for shut-down.
6. Licensees must take reasonable steps to ensure that an untrained person does not have access to or cannot operate the equipment. Measures such as locking off equipment or locking off rooms where equipment is used must be employed.
7. Licensees will have a record of all persons who have access to specific codes or keys that enable interlocks to be bypassed.
8. Licensees will ensure all repair and maintenance work is undertaken by persons with licenses to undertake this work and that the maintenance licensee has documented that the equipment is safe before returning the equipment back to the use licensee.